

86498648 (NC)**CITY OF RIVERSIDE****HUMAN RESOURCES DEPARTMENT**02/19/05

Revised

CLASSIFICATION SPECIFICATION**TITLE:****SAFETY OFFICER
SAFETY OFFICER (NON-CLASSIFIED)*****DEFINITION**

Under general supervision, to be responsible to perform technical and administrative tasks in the development and implementation of occupational health and safety programs, safety-related training; and to do related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Safety Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Safety Manager. May exercise direct supervision, or have lead responsibility on a project basis, over para-professional, technical or administrative staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the development and administration of effective safety standards and programs for City employees.
- Develop, design and present safety and training programs.
- Monitor the effectiveness of safety and training programs.
- Prepare, acquire and maintain safety and training resource publications to ensure safe, effective and productive operations; maintain a library of videotapes and reference materials; contact vendors to obtain safety and training materials; review potential training materials.
- Provide administrative analysis and assessment of safety and training programs.
- Review accident reports and inspect accident scenes; research and recommend changes in procedures or job tasks to reduce mishaps or injuries.
- Participate in the development and implementation of goals, objectives, policies and priorities for supervisory and management training as well as the safety and training programs; identify resource needs; recommend and implement policies and procedures.
- Review policies and procedures; respond to request for information and assistance from employees and management.
- Attend and participate in professional training organizations and committees; read journals, newsletters and other publications to review and analyze current information regarding supervisory and management training and safety training, policies, practices and laws.
- Coordinate assigned activities with other departments, outside agencies and service providers.
- Perform related duties as assigned.

In addition, when assigned to the Public Works Department:

- Inspect Public Works Department facilities and equipment for compliance with Occupational and Safety Health Administration and related regulations.
- Coordinate Department hazardous materials and storage and hazardous waste programs.
- Serve on Department Safety Committee as advisor, and as member of City-wide Safety Committee.
- Prepare reports as needed.
- Maintain safety-related training records.
- Maintain Department injury log and conduct trend analysis to identify sources of injuries.

QUALIFICATIONS

Knowledge of:

- Principles of human resources administration.
- Principles, practices, methods and techniques of safety and training program development, implementation and administration.
- Principles of office organization and principles of management.
- Applicable federal, state and local laws, safety regulations and ordinances, Department of Transportation regulations, environmental regulations and appropriate sections of building and fire codes.
- Traffic control techniques and applications.
- Training methods, principles and techniques.

In addition, when assigned to the Public Works Division:

- Operations, construction and maintenance practices for Solid Waste pick up; Wastewater Plants, Streets Repair; Signal Maintenance and general office environments.

Ability to:

- Develop, implement and administer safety programs and safety-related training activities.
- Understand and interpret policies and procedures and explain them to others.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.
- Supervise and train assigned staff.
- Anticipate potential safety hazards through observation of work methods and equipment and recommend corrective procedures.
- Conduct classes on health and safety related information, work methods and techniques; keep supervisors, management and employees informed of changes in regulations and/or policies.

In addition, when assigned to the Public Works Division;

- Wear respirator (possible Self-Contained Breathing Apparatus).
- Climb up and down ladders; enter confined spaces; lift and carry up to fifty (50) pounds and work in outdoor

environments.

- Utilize specialized test equipment to include, but not limited to, air monitoring devices, sound measuring devices and other similar equipment.
- Wear appropriate personal protective equipment.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in business or public administration or a closely related field.

Experience: One to three years experience in developing and presenting supervisory and management programs, safety and training programs and experience in public administration, business administration, personnel management and/or public relations.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Safety Officer

TO: Safety Manager